



DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE
WASHINGTON, DC 20227

November 21, 2014

MEMORANDUM FOR ALL CFOS, DEPUTY CFOS and Chief Credit Management Officials

FROM: Jeffrey Schramek, Assistant Commissioner 
Debt Management Services, Bureau of the Fiscal Service

SUBJECT: DMS Annual Requirements for FY 2014 Year-End and CY 2015 Activities

The U.S. Department of the Treasury's Bureau of the Fiscal Service serves as the government's centralized debt collection agency and manages the programs and tools used to collect delinquent debt owed to Federal Government agencies. The purpose of this memorandum is to communicate two upcoming Debt Management Services (DMS) requirements related to 1) FY 2014 year-end Treasury Report on Receivables reporting and 2) CY 2015 annual debt certification.

The *Treasury Report on Receivables (TROR) and Debt Collection Activities* is the Federal Government's primary means for Federal agencies to provide comprehensive information on receivables and delinquent debt due from the public. All Federal agencies who report TROR data must also provide a combined *TROR Certification and Verification Form* as of fiscal year-end. The TROR Certification confirms that the reported delinquent debt information is accurate and debts are legally enforceable while the TROR Verification confirms that the ending receivables balance on the TROR reconciles to your agency financial statements.

For the upcoming calendar year, agencies are also required to enter into an *Annual Debt Certification Agreement for Federal Nontax Debts* regarding referrals of delinquent debt to the Treasury Offset (TOP) and the Cross-Servicing Program for delinquent debt collection purposes. When an agency refers a debt to either TOP or Cross-Servicing as required by the Debt Collection Improvement Act of 1996, it is certifying that the debt is valid and legally enforceable, that there are no bars to collection, and that due process has been completed.

Attached to this memorandum are more details about the two requirements. We appreciate the opportunity to work with you to increase government-wide collections and ensure the continued success of the collection programs. Additionally, we want to thank you for recent agency participation in our DATA Act implementation questionnaire. We would like to offer assistance as agencies work to comply with the 120-day administrative offset referral provision of the DATA Act and ensure that our approach to reporting on compliance with this provision is implemented in the least burdensome manner possible. Thank you again.

Enclosure

DMS Annual Requirements for FY 2014 Year-End and CY 2015 Activities

1. Combined Annual TROR Certification and Verification for FY Year-End

The combined *TROR Certification and Verification Form* for activity reported as of September 30, 2014 is due to DMS by December 16, 2014. The requirements and instructions for the TROR Certification/Verification have been communicated with your designated agency points of contacts and are posted on the DMS internet site at

http://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscsTools/debt_dmrpts_tror.htm

If an agency cannot certify and verify the accuracy of its receivables and debt collection information, the Chief Financial Officer or the agency head must provide an explanation, identifying the bureaus or divisions that are unable to validate this information. The signed Certification/Verification form should be scanned and sent via email or faxed to:

Email: john.white@fiscal.treasury.gov

Fax: (202) 874-7292

DMS/Portfolio Management and Analysis Branch

Attn: John White

Please contact John White at john.white@fiscal.treasury.gov or (202) 874-7131 if you have any questions.

2. Annual Debt Certification Agreement for Federal Nontax Debts for CY 2015

The *Annual Debt Certification Agreement for Federal Nontax Debts* is due to DMS by December 10, 2014. The requirements for the Annual Certification Agreement have been communicated with your designated agency points of contact for debt management and are posted on the DMS internet site at http://fiscal.treasury.gov/fsservices/gov/debtColl/rsrscsTools/debt_forms.htm.

Fiscal Service may not be able to collect on new debts referred in 2015 if an Annual Debt Certification Agreement has not been received. Signed Agreements should be scanned and sent via email or fax to the following:

Email: DMS.Certifications@fms.treas.gov

Fax: (205) 912-6285

DMS/Agency Relationship Management Division

Attn: Valencia Thompson

Please contact Valencia Thompson at valencia.thompson@fiscal.treasury.gov or (205) 912-6327 if you have any questions.

For questions related to the **DATA Act**, please contact Terrence Prince at Terrence.Prince@fiscal.treasury.gov or Felipe Perdomo at Felipe.Perdomo@fiscal.treasury.gov